



## **JOB DESCRIPTION**

**Title:** Assistant Manager Opera Costume Performance

**Reports to:** Senior Manager Costume Performance

**Manages:** Senior Technicians and Technicians

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### **Overall Purpose of the Job:**

Working to the priorities set by the Senior Manager for Costume Performance.

To be responsible for the staff of the Opera Costume staff, ensuring all activities are carried out to the highest possible standard of safety, efficiency, and quality, whilst upholding the highest principles of presentation and courtesy. To deliver activities within agreed resources and budgets. To provide effective leadership and management of staff.

To additionally provide Costume Production Management support, supervising or assisting as required.

### **Main Responsibilities:**

#### *Day to day technical operations*

- Ensure consistent staff scheduling and supervision of all Costume Performance requirements for Opera rehearsals and performances.
- In liaison with the Senior Manager, create and update accurate schedules of work for all teams, recruiting permanent and casual staff to ensure appropriate staff levels are maintained for each event.
- Take responsibility for the packing, listing, coding and storage of costume related items in collaboration with the Logistic team.
- Oversee support for artists and production teams during rehearsals and performances, ensuring the team undertake all performance related costume preparation for changeovers, rehearsals and performances, personally coordinating and where necessary actively participating in costume preparation and the setting of costumes.
- Ensure all staff are fully briefed to undertake routine team crossovers, cast changes and substitutions.
- Maintain an excellent working knowledge of costume preparation techniques and fabric technology, with all appropriate safety protocols.

- Understand costume database and asset management systems, keeping all running notes and related information up to date, training staff to accurately create and input data.
- Be fully conversant with Costume Supervisory protocols ensuring a smooth crossover between the Production and Running Teams.
- Deputise for the Assistant Manager for the Ballet Performance Teams if required.
- Provide Costume Production Management support, supervising or assisting as required, providing regular progress reports, and ensuring work is delivered to budget and to deadlines. To further ensure delivery of the designer's creative vision to the highest standards.

#### *Health and Safety*

- Take personal responsibility for the safety of self and others
- Promote a positive approach to Health & Safety and safe working practices at all times.
- Ensure relevant Health & Safety legislation is applied effectively, and appropriate risk assessments and method statements are carried out as required, engaging with senior managers and the H&S department to ensure they are fit for purpose.
- Undertake Health and Safety and any other training as identified by line managers and as required of the post, including but not limited to Safeguarding and COSHH.
- Ensure that any near miss, incident or accident is reported in accordance with ROH policy.
- Work with colleagues to maintain a clean, efficient, well-organised and safe physical working environment, ensuring all areas are kept in a clean and tidy manner.

#### *Communication and Relationships*

- Assist in building an effective team by taking individual responsibility for attendance, quality of work, motivation and discipline, and providing support for other team members.
- Treat people with respect and maintain good working relationships.
- Coordinate work with others, sharing relevant information, ideas and resources, and demonstrate a disciplined approach to work.
- Maintain high standards under pressure and carry out tasks without detailed supervision
- Develop strong working relationships with colleagues across Technical, Production, the Performing Companies and the wider organisation.

#### *Leadership*

- Supervise the work of Senior Technicians, Technicians, and Casual Technicians, reporting any concerns regarding attendance, conduct or performance promptly to line managers.
- Carry out induction and training of staff to the required standard as required.
- Support a culture of information sharing, collaborative working and team working.
- Be visible, approachable, supportive and accessible to the team.

#### *Continuous Improvement*

- Keep in touch with best practice as relevant to the role and emerging technologies, including relevance to the sustainability aims and goals of the ROH.
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required.
- Contribute to a culture of innovation and continuous improvement.

#### *Deliverables*

- Maintain high production standards and timely delivery of duties.
- Compliance with Health and Safety best practice and ROH procedures.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

## **PERSON SPECIFICATION:**

### *Skills and Experience*

- A varied background in costume and large-scale show running.
- Excellent sewing techniques, particularly repairs.
- An exceptional knowledge of backstage costume work and dressing techniques.
- Excellent problem-solving and organisational skills.
- Meticulous accuracy.
- Excellent MS Office experience
- Familiarity with scheduling and budgeting.

### *People Skills*

- Strong communication and leadership skills.
- Confidence in managing conflict and seeking resolution.
- The motivation to work alone but the sociability to be a great team player.
- A desire to promote and develop emerging talent.
- A desire to develop strong working relationships with colleagues across Technical, Production and Costume, and the Performing Companies.
- Passion to be an ambassador for the Royal Opera House when working with visiting companies or away from the House.

### *Job Requirements*

- Flexibility to work varied hours and willingness to travel
- Strong awareness of and adherence to Health and Safety policy and best practice
- Compliance with discrimination legislation and Equal Opportunities principles
- Able to undertake training including Safeguarding and First Aid.

